

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions the primary duties of which involve general and technical aspects of police department operations. Police Lieutenants assist in directing the activities of a group of employees on an assigned patrol shift involving general law enforcement, traffic enforcement and traffic accident investigation, criminal investigation, criminal identification, juvenile procedures, jail operations, and special tactical operations. Employees of this class may be required to perform administrative duties to provide for the efficient operation of the assigned service or division, including oversight of the preparation and maintenance of records and reports. Employees of this class have the authority to work independently in most areas, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and traffic accident investigation, criminal investigation, juvenile procedures, jail operations, and special operations. Deploys personnel in order to provide required services in a cost-effective manner. Conducts research to be used in making management decisions and for the planning of programs and activities for an assigned division or service. Monitors local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Manages a personnel recruitment and selection program. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Reviews incoming communications and handles according to departmental policy.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Approves

leave, and provides on-the-job training for department members, including providing assistance in technical areas of work. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action for consideration by the appointing authority.

Assists in directing the activities of a group of employees on an assigned shift engaged in patrol and general law enforcement. Stops and questions individuals who appear to be acting suspiciously; engages in armed encounters when required; physically disarms suspects; makes arrests; uses police radio to relate location or to request back-up. Protects the crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Provides for the proper treatment of juvenile offenders. Provides or obtains medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Assists in directing the activities of a group of employees on an assigned shift engaged in traffic law enforcement, traffic accident prevention, and accident investigation. Provides assistance to subordinates assigned to direct and control traffic; detect traffic violations and conduct vehicle stops; issue citations; and participates in traffic accident investigations. Instructs subordinate supervisors in proper procedures and methods. Receives complaints and suggestions relative to traffic problems. Makes recommendations for remedial action necessary for the alleviation of undesirable traffic situations.

Assists in directing the office and field activities of a group of employees on an assigned shift engaged in preventing, investigating, and solving crimes of a specific type or character, including crimes against persons and property. May oversee crime scene operations. Personally investigates the more serious and complicated cases, including photographing the crime scene or special parts, taking cast impressions, lifting latent fingerprints, and prepare evidence for identification when necessary. Assures that appropriate procedures are followed to protect of the chain of possession of evidence. Interviews or directs the interviewing of suspects, victims, witnesses, informants, and other persons to obtain evidence and to verify details.

Assists in directing the activities of a group of employees on an assigned shift engaged in special tactical operations, including the Incident Command System, involving crowd control, unlawful or disorderly assemblies, and disaster control. Assists in the development of tactical plans for response to various emergency situations.

Assists in directing the activities of a group of employees on an assigned shift engaged in jail operations. Assists in the management of the jail facility, including processing and classification of inmates, inmate care, and jail security.

Assists in directing the activities of a group of employees on an assigned shift engaged in obtaining, preparing, and maintaining complete departmental records. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates, and by periodically inspecting record-keeping systems and facilities. Records and supervises the recording of pertinent information on log sheets according to established procedure. Provides for the maintenance of suspect files or files related to the assigned section or unit. Reviews and analyzes data and compiles information necessary for standard and narrative reports. Writes letters and memoranda in answer to written or oral requests, or to respond to problems of the police service. Processes data using the department's computer system, enters and retrieves data using the NCIC network. Personally completes any records or forms necessary to document the activities of the department.

Supervises the general care of departmental property, and arranges for repairs and maintenance of all department equipment. Locates outside repair services, and obtains cost estimates. Manages inventory control of supplies and equipment for the department. Makes recommendations for purchases.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Sergeant.

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